

RE-ADOPTED PUBLIC HEARING PROCEDURE AND POLICY

1. Application completed in its entirety and dated. Failure to complete in full will result in a returned application.
2. If application requires abutters notice a certified list from Assessors listing all legal abutters shall be submitted with the application to the Board of Selectmen.
3. The applicant shall provide an Affidavit that all abutters were notified by U.S. Mail return receipt requested. The return address for the certified mail shall be the Town Manager's Office. The agenda package shall include copy of any returned "green cards" received at the date of the agenda package in addition to the Affidavit of Mailing.
4. Notice of the public hearing shall be advertised in a newspaper of general daily circulation and copy of the printed newspaper advertisement shall be part of the application package presented to the Board of Selectmen. Notice of the public hearing shall be placed in the newspaper by the Town Manager's Office after a check has been received from the applicant made payable to the newspaper.
5. All applicable department heads shall provide a written recommendation as to the application. If any department requires certain inspectional services action to be included then the application will not be deemed completed unless and until the required inspectional services issues are completed to the satisfaction of the appropriate department head.
6. The application shall be accompanied with an assessor's plot plan and/or engineering plan detailing the lot, buildings and proposed uses on the property.
7. The agenda packet shall also include the relevant sections of the Massachusetts General law, or Codes of Massachusetts Regulations that pertain to the application.